

~~CONFIDENTIAL~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Services Officer
THRU : Deputy Services Officer
FROM : Assistant Deputy Services Officer

DATE: 14 July 1949

SUBJECT: Monthly Report for the Month of June 1949.

1. During the past month a complete unit of the packing and carpenter operations have been activated at the [REDACTED] Warehouse, for the purpose of processing OSO overseas shipments. 25X1A6a

2. Minimum and maximum stock levels have been established for expendable and non-expendable items, and a formula for determining these stock levels has been satisfactorily devised.

3. A considerable amount of time was contributed in the procurement of supplies and equipment for OSO and OPC projects. Details of expenditures are reflected in the Volumn report, attached hereto.

4. Property Inventory Record cards, Form 36-19, Revised have been received by this office. Action is being taken to transfer quantities of items reflected on central control records maintained by the Supply Division to this revised card.

[REDACTED]
Assistant Deputy Services Officer

25X1A9a

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14 July 1949

THRU : Services Officer
Deputy Services Officer
Assistant Deputy Services Officer

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[REDACTED]
Assistant Deputy Services Officer

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VOLUME:

Procurement Section:

1. Requisitions:

Total number received.....688
Total number completed.....674
Pending receipt of material..... 14

2. Purchase Orders:

Prepared and issued.....1376
Total expenditures obligated.....\$538,357.53
Petty Cash and Printing and
Binding Estimates.....3,238.45
Total Expenditures.....\$541,595.98

Contract Section:

Unvouchered Funds:.....31 Contracts....\$3,222,301.14
Vouchered Funds:.....18 Contracts.....244,599.57
Total \$3,446,900.71

3. Storage and Issue Section:

Requisitions:

Received during month.....1004
Completed.....1001
Balance on hand (Received latter part of month)....24
(1) Account #1 - Signal Supply Account.....217
(2) Account #2 - Office Supplies.....378
(3) Account #3 - Office Equipment.....273
(4) Account #4 - Operational and
Account #5 - Medical Supplies.....110
(5) Account #6 - General Supplies.....26

Cargo and Domestic Shipments:

Requests.....140
Shipments Accomplished.....104
Total Weight Shipped.....114,251
Total number of cases shipped.....566

Miscellaneous:

Moving and relocation of equipment in CIA
buildings 49
Man-Hours required 1,400

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[REDACTED]
Assistant Deputy Services Officer

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[REDACTED] bks

cc: Monthly Report File
✓ Deputy Services Officer

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